

# Private Equity, Investment Analyst – (Primaries – Fund of Funds)

To apply, please email your resume and any additional information to [careers@capdyn.com](mailto:careers@capdyn.com)

Location: **New York**

## About Capital Dynamics:

Capital Dynamics is an independent global asset management firm focusing on private assets, including private equity (primaries, secondaries, and co-investments) and clean energy.

Established in 1988, the Firm has extensive knowledge and experience developing solutions tailored to meet the exacting needs of a diverse and global client base of institutional and private wealth investors. Capital Dynamics oversees more than USD 14 billion in assets under management and advisement and employs approximately 150 professionals globally across 13 offices in Europe, North America, and Asia. Capital Dynamics is a recognized industry leader in responsible investment, receiving top marks (Five Stars) from PRI across all categories and investment strategies, as well as achieving strong results in GRESB benchmarking for its clean energy strategy.

## Department Overview:

Global primaries invest in mid-market managers that have a proven track record of strong value creation in the businesses owned. In particular, the aim is to acquire companies at reasonable valuations and enhance their value through operational improvements, better management, and financial restructuring.

## Role Purpose:

The **Primaries Investment Analyst** will be a member of the Private Equity Investment Management Division (“IM”), inclusive of the Global Primaries team, and specifically, a member of the NY-based US Primaries team. The Primaries Analyst will support the US Primaries team in allocating capital across various top-performing private equity fund managers throughout North America and with respect to all client related activities as detailed below.

The investment Analyst will be responsible for managing the quantitative analysis models for private equity primaries due diligences and must be able to analyse statistical information and conduct quantitative industry / investment research.

**Key task and responsibilities:**

- Run quantitative analysis models for private equity (“PE”) due diligences.
- Analyze statistical information and conduct quantitative industry and investment research.
- Use qualitative and analytical judgment.
- Draft investment proposals and present at Investment Management and Investment Committee meetings.
- Conduct and document Responsible Investment and ESG due diligence, operational due-diligence, and legal review.
- Participate in meetings with PE managers (US) and draft meeting memos to be shared with the broader investment team.
- Participate in and document investment related calls, and report on existing fund products.
- Review, analyze and document incoming primary fund deal flow.
- Lead and or assist with ad hoc IM administrative duties and projects. Assist with preparation of marketing materials.
- Attend client calls and meetings with senior IM team members and AGMs of existing PE funds (US), as required.

**Key competencies:**

- Highly analytical and quantitative competencies are required. Financial analysis, modelling, valuation experience is a plus.
- Exceptional attention to detail with ability to produce high quality work.
- Project management and presentation skills combined with multi-tasking abilities.
- Strong oral and written communication skills (articulate, balanced and persuasive).
- Self-starter with ability to complete tasks quickly and efficiently, having regard to changing priorities, differing time zones and geographies.
- Strong sensitivity to confidentiality, reliable and trustworthy, team player.
- Some understanding of the legal framework and documentation typical of primaries investments is preferable.

### Skills and Qualifications:

- Bachelor's degree from top-tier institution.
- 1 to 2 years' relevant experience in private equity, asset management, investment banking, consulting, or a closely related field.
- Investment related qualification e.g., CFA, CAIA, is highly desirable but not essential.
- Proven strong quantitative, writing, and oral communication skills.
- Experience with Deal Cloud and creating and maintaining Visual Basic for Applications (VBA) to create portfolios is a plus.
- Intellectually curious, proactive, and self-motivated.

### Language skills:

- Must be fluent in English and display superior verbal and written communication skills.
- Additional language skills – Italian, German, French, Spanish, Japanese, South Korean etc. is desirable.

### Remuneration:

- This role will offer a **base salary** in the region of USD 80,000 to 110,000 per annum.
- Base salary offered will depend on the level of experience the candidate is able to bring to the role.

### Further notice:

- This is an office-based role, working out of our NY office (Madison Avenue) location a minimum of 3 days per week.
- Candidate must be able to travel to our New York office for in-person interviews.
- Please note, we are not able to offer a relocation support or travel allowance to attend interviews in person.
- To be eligible for this role, candidates must have full 'right to work' in the United States.

### Diversity & Inclusion:

Capital Dynamics is an Equal Opportunity Employer and is committed to creating a global diverse workforce. We are a global company with 24 nationalities represented across our staff in 13 offices, spanning North America, Europe, the Middle East, and Asia. We believe diversity and inclusion ("D&I") is key to being better at what we do, and our initiatives are designed to attract, develop, and advance

talented individuals, regardless of race, sexual orientation, religion, age, gender, disability status or any other dimension of diversity. We welcome and strongly encourage suitably qualified applicants from a wide range of backgrounds to apply to join Capital Dynamics.